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SECURITY INFORMATION

18 June 1952

MEMORANDUM FOR: Mr. T. Larson, OIR, State
Lt. Col. Walter W. Shagha, A-2
Lt. Col. L. C. Maslowski, G-2
Lt. C. J. Smith (Lt. R. W. Harrick) ONI
Mr. J. Kritchlow, AEC
Lt. Cdr. B. Rowe, RASM
CIA — ORR
CIA
CIA
CIA
CIA — BR, OCD

50X1

SUBJECT: Minutes of the First Meeting of the Ad Hoc Committee on Standardization of Translated Russian Terminology

1. The first meeting was held in Room 2101 "M" Building at 1000, 17 June 1952. The Chairman opened the meeting with an outline of the problem and the need for standardization of terminology in English for a number of most commonly used Russian terms especially organizational. There was general agreement that if standardization could be achieved, it would be quite beneficial within the intelligence system. Following this, the Chairman provided each representative with a list of the Soviet Ministries, in three columns containing the Russian, the transliteration, and a proposed translation. The Chairman suggested that although he did not expect to reach agreement at this first meeting on this list as each of the representatives would want to discuss the list with others in their respective agencies, that, nevertheless, it would be helpful to run through the list. At this point, Mr. Larson raised a question on procedure and suggested that no time be spent during the meeting to run through the list, but rather that each representative discuss it with his own agency and submit desired variations or proposals on the respective terms contained therein. After some further discussion, it was agreed, generally, that it would be helpful to run through the list quickly so that the varying points of view and the reasons therefor would become more apparent to all concerned. The list was therefore perused item by item and it was subsequently found that there was actually a large area of agreement. The points about which there were disagreements or alternatives offered were as follows:

a. In the All Union Ministries -

AGRICULTURAL PROCUREMENT, or PROCUREMENT
ARMAMENTS, or MUNITIONS
AUTOMOBILE and TRACTOR INDUSTRY, or AUTOMOTIVE and TRACTOR INDUSTRY, or MOTOR AND TRACTOR INDUSTRY
AVIATION INDUSTRY, or AIRCRAFT INDUSTRY
CONSTRUCTION of HEAVY INDUSTRY ENTERPRISES, or CONSTRUCTION of HEAVY INDUSTRIAL ENTERPRISES

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MARITIME FLEET, or MERCHANT MARINE
NAVY, or NAVAL
RAIL TRANSPORTATION, or RAILWAYS

B. In the Union Republic Ministries -

WAR or MILITARY

C. In the Republic Ministries -

CIVILIAN HOUSING CONSTRUCTION, or HOUSING and CIVILIAN CONSTRUCTION
COMMUNAL ECONOMY, or MUNICIPAL ECONOMY or MUNICIPAL SERVICES, or PUBLIC UTILITIES
MOTOR TRANSPORT, or AUTOMOTIVE TRANSPORT, or AUTOMOBILE TRANSPORT
WATER ECONOMY, or WATER SUPPLY, or WATER RESOURCES, or IRRIGATION
FURNITURE and WOOD CRAFT INDUSTRY, or FURNITURE And WORKING INDUSTRY, or FURNITURE and CABINET MAKING INDUSTRY

In the latter category, there was also a question on the Ministry of Local and Shale-Chemical Industry as to whether this did not represent two separate ministries one for local industry, and one for the shale chemical industry. This will be checked prior to the next meeting. The next point that was raised was the further work of the committee and the Chairman outlined the proposal that insofar as possible the committee should try to proceed along the lines of checking, discussing and approving groups of terms one after another rather than taking one very large list. It was therefore proposed that further lists of commonly used terms e.g. organizational generics be prepared and distributed to the representatives as quickly as possible. The Chairman undertook the task of preparing these lists and promised that the next one or two lists would be in the hands of the representatives prior to the next meeting. Following this, a question was raised by Col. Shagin as to procedure for approving, issuing and making such agreed standard lists official. The Chairman stated that he thought the best procedure would be as follows:

(a) subsequent to approval by the committee, that such lists be forwarded to each intelligence agency for official concurrence

(b) issuance of such lists by CIA with a note to the effect that each of the IAC had agreed to the use of the standard terminology contained therein

(c) such lists could then be reproduced in quantities sufficient for each agency's use.

2. Finally the time of the next meeting was discussed. It was determined that a minimum of ten days would be required for representatives to secure their own agencies and it was therefore agreed

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to set the second meeting in two weeks' time or on 1 July 1952.

3. The first meeting adjourned at 1215, 17 June 1952.

J. J. BAGHALL
Chairman

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MEMORANDUM FOR: [redacted] 3 June 1958

SUBJECT: Minutes of the Sixth Meeting of the CIA Transliteration Committee

1. The sixth meeting of the CIA Transliteration Committee was held in Room 2E61 "E" Building at 1400, 27 May 1958.

2. The Chairman opened the meeting with a review and answers to the following problems raised at the previous meeting:

a. In answer to a need for a conversion table from the LC system of transliteration for Russian to the BGN system, the Chairman provided copies of such a conversion table to the Committee members.

b. The Committee was informed that the Office of Training had been contacted and had agreed to make the necessary changes so as to follow the BGN system of transliteration for Russian in its training programs.

c. In answer to a question of the possibility of having a British representative sit in on the subject of standardization of terminology, the Committee was informed that clearance from IAOS had been secured and the British had been contacted and would be willing to send a representative on this matter.

d. On the question of the required use of transliteration systems issued under [redacted] the Committee's 50X1
attention was brought to Public Law 85-[illegible] Congress, Chapter 330--1st Session which provides for the establishment of the Board on Geographic Names and states that: "With respect to geographic names the pertinent decisions and principles issued by the Secretary (of the Interior) shall be standard for all material published by the Federal Government." It was pointed out that since the law requires the use of the BGN transliteration system for the transliteration of Russian geographic names, it was deemed efficient to use the same system for all other names. Secondly, the Committee's

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attention was drawn to a memorandum from the DCI to the chiefs of each of the intelligence agencies dated 7 July 1949 on the subject of transliteration of foreign languages, in which, after stating the system of transliteration that CIA has decided to put into effect, it states further that "within CIA other systems for these languages will be abandoned, and it is hoped the IAC agencies can do likewise if other systems are now used."

2. Following this the Committee agreed that the subject of standardization of translated Russian terminology could best be handled by a sub-committee to which their offices would make contributions if they so desired. It was further agreed to call it the "Sub-committee on Standardization of Russian Terminology" and that the following terms would define its scope of operations:

a. It would invite representatives from the IAC agencies to sit on the Committee.

[redacted] 50X1

c. Its major aim would be to achieve agreement on principal organizational terms.

d. A primary goal is agreement on standard terms for the Soviet ministries.

e. A secondary goal is the drawing up of a list of basic terms upon which to seek agreement.

f. In seeking agreement consideration will be given to maintain consortium or short titles in transliteration alone or in conjunction with translated terms.

g. As each group of terms is agreed to it will be reported to the Committee for approval.

h. Terms will be reported in three columns containing the Russian, its transliteration and its translation, and, insofar as possible, known abbreviations for these terms will be included.

3. The sixth meeting adjourned at 1500, 27 May 1952 sine die.

S/
J. J. BAGNALL
Chairman
CIA Transliteration Committee

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MEMORANDUM FOR: [redacted] 13 May 1952 50X1

SUBJECT: Minutes of the Fifth Meeting of the CIA Transliteration Committee

1. The fifth meeting was held in Room 2101 "M" Building at 1000, 8 May 1952.

2. The Chairman opened the meeting with an outline of the problem of standard translations for USSR organizations and provided copies of a proposed preliminary list of the ministries and other frequently used terms for study and discussion. The course of discussion brought forth the following points:

a. Prior to the next meeting committee members will study the proposed list and discuss it with others in their respective offices.

b. On a request by [redacted] serious consideration will be given to leaving certain debatable terms in transliterated form. 50X1

c. On a request by [redacted] principal official position titles will be added to the list. 50X1

d. As the result of a suggestion by [redacted] the Chairman will investigate the possibility of having [redacted] sit in with the Committee for coordination purposes [redacted] 50X1 50X1 50X1 50X1

e. Following a suggestion by [redacted] there was general agreement that [redacted] should be invited to send a representative to the Committee on this problem. 50X1

3. Other problems discussed were as follows:

a. [redacted] raised the point of insufficient copies of the transliteration list. [redacted] said that any number could be provided if [redacted] would just let him know how many he needed. 50X1 50X1 50X1

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b. [redacted] expressed a need for conversion tables for converting from other transliteration systems to the BGN system being followed by CIA. The Chairman said that he would provide a conversion table for the LC system by the next meeting 50X1

c. [redacted] also noted that CIA training facilities in Russian were not using the BGN system for transliteration. The Chairman indicated that he would discuss this matter with the appropriate officials in the Office of Training 50X1

4. The fifth meeting adjourned at 1130, 8 May 1952. The next meeting will be held at 1000, 27 May 1952.

S/

J. J. BAGHALI
Chairman
CIA Transliteration Committee

1 Encl
Proposed Standardization List

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PROPOSED STANDARDIZATION LIST

All-Union Ministries

Agricultural Machine Building	Sel'skokhozyaystvennogo mashinostroyeniya
Agricultural Procurement	Zagotovok
Armaments	Vooruzheniya
Automobile and Tractor Industry	Avtomobil'noy i traktornoy promyshlennosti
Aviation Industry	Aviatsionnoy promyshlennosti
Chemical Industry	Khimicheskoy promyshlennosti
City Construction (abolished 9 Mar 51)	Gorodskogo stroitel'stva
Coal Industry	Ugol'noy promyshlennosti
Communications	Svyazi
Communications Equipment Industry	Promyshlennosti sredstv svyazi
Construction- and Road-Machine Building	Stroitel'nogo i dorozhnogo mashinostroyeniya
Construction of Heavy Industry Enterprises	Stroitel'stva predpriyatiy tyazheloy industrii
Construction of Machine-Building Enterprises	Stroitel'stva predpriyatiy mashinostroyeniya
Electrical Industry	Elektropromyshlennosti
Electric Power	Elektrostantsiy
Ferrous Metallurgy	Chernoy metallurgii
Foreign Trade	Vneshney torgovli
Geology	Geologii
Heavy Machine Building	Tyazhelogo mashinostroyeniya
Labor Reserves	Trudovykh rezervov
Machine and Instrument Building	Mashinostroyeniya i priborostroyeniya

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Machine-Tool Building	Stankostroyeniya
Maritime Fleet	Morskogo flota
Navy	Voyenno-morskoye
Nonferrous Metallurgy	Tsvetnoy metallurgii
Petroleum Industry	Neftyanoy promyshlennosti
River Fleet	Rechnogo flota
Shipbuilding Industry	Sudostroitel'noy promyshlennosti
State Food and Material Reserves (abolished Apr 51)	Gosudarstvennykh prodovol'stvennykh i material'nykh rezervov
Rail Transportation	Putey soobshcheniya
Transport-Machine Building	Transportnogo mashinostroyeniya

Union-Republic Ministries

Agriculture	Sel'skogo khozyaystva
Cinematography	Kinematografii
Construction Materials Industry	Promyshlennosti stroitel'nykh materialov
Cotton Growing	Khlopkovodstva
Finance	Finansov
Fish Industry	Rybnoy promyshlennosti
Food Industry	Pishchevoy promyshlennosti
Foreign Affairs	Inostrannykh del
Forestry	Lesnogo khozyaystva
Health	Zdravookhraneniya
Higher Education	Vysshego obrazovaniya

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Internal Affairs	Vnutrennykh del
Justice	Yustitsii
Light Industry	Legkoy promyshlennosti
Meat and Dairy Industry	Myasnoy i molochnoy promyshlennosti
Paper and Woodprocessing Industry	Bumazhnoy i derevopererabatyvayushchey promyshlennosti
State Control	Gosudarstvennogo kontrolya
State Farms	Sovkhozov
State Security	Gosudarstvennoy bezopasnosti
Timber Industry	Lesnoy promyshlennosti
Trade	Torgovli
War	Voyennoye

Republic Ministries

Civilian Housing Construction	Zhilishchno-grazhdanskogo stroitel'stva
Communal Economy	Kommunal'nogo khozyaystva
Local Industry	Mestnoy promyshlennosti
Local Fuel Industry	Mestnoy toplivnoy promyshlennosti
Motor Transport	Avtomobil' nogo transporta
Water Economy	Vodnogo khozyaystva
Local and Small-Chemical Industry	Mestnoy i slantse-khimicheskoy promyshlennosti
Furniture and Woodcraft Industry	Mebel'noy promyshlennosti i stolyarnykh izdeliy
Education	Prosveshcheniya
Social Security	Sotsial'nogo obespecheniya

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Subdivisions of Ministries

Unit	Chast'
Directorate	Direktsiya (of an organization)
Factory	Fabrika
Affiliate	Filial
Main Administration	Glavnoye upravleniye
Inspectorate	Inspektsiya (of an organization)
Institute	Institut
Commission	Komissiya
Committee	Komitet
Design	Konstruktorskiy
Office	Kontora
Scientific Research	Nauchno-issledovatel'skiy
Scientific and Technical Association	Nauchnoye inzhenerno-tekhnicheskoye ob'yedineniye
Division	Otdel
Department	Otdeleniye (within an organization)
Branch (e.g., Moskovskoye otdeleniye becomes Moscow Branch)	Otdeleniye (with geographical connotation)
Division	Otdeleniye (within Ministry of Transportation)
Board	Pravleniye
Enterprise	Predpriyatiye
Planning	Proyektirovaniye
Sector	Sektor
Section	Sektsiya

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Section	Uchastok
Department	Vedomstvo
All-Union	Vsesoyuznyy
Institution	Zavedeniye
Plant	Zavod
Minister	Ministr
Deputy Minister	Zamestitel' ministra
Chairman, Deputy Chairman of the Council of Ministers	Predsedatel', Zamestitel' predsedatelya Soveta Ministrov
Director of Affairs (of the Council of Ministers)	Upravlyayushchiy delami (Soveta Ministrov)
Member of the Collegium (of a ministry)	Chlen kollegii (ministerstva)
Chief, Deputy Chief, Chief Engineer of a Main Administration	Nachal'nik, Zamestitel' nachal'nika, Glavnyy inzhener glavnogo upravleniya
Director of a trust	Upravlyayushchiy tresta
Authorized representative (of an All-Union ministry or Main Administration for a republic)	Upolnomochennyy (ministerstva... po... SSR)
Chairman, Member of the Presidium of the Supreme Soviet USSR	Predsedatel', Chlen prezidiuma Verkhovnogo Soveta SSSR

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